

## Monday, August 12, 2019 6:30 p.m. – Regular Meeting

YCS Board of Education Meeting | YCS Central Office \* 1885 Packard Rd. \* Ypsilanti, MI 48197 \* (734)221-1230

THE YPSILANTI COMMUNITY SCHOOLS BOARD OF EDUCATION Invites You ...

Please Join Us for a Meet-and-Greet with our New Administrators (public invited)

2019/20 New Administrators Gregory Anglin, Principal | Holmes Elementary Steven Elam, Principal | Ypsilanti Community Middle School Mumtaz Haque, Principal | Ford Early Learning Center

Monday, August 12, 2019 | 5:30 – 6:15 p.m. (Board meeting will start after this event) Location: YCS Administration Building

## **MEETING AGENDA**

## I. CALL TO ORDER PLEDGE OF ALLEGIANCE

## **II. ACCEPTANCE OF AGENDA**

## **III. PRESENTATION**

A. 2019/20 Staffing Update

Sue McCarty, Director of Human Resources

## **IV. PUBLIC COMMENTS #1**

## V. CONSENT AGENDA (Enc. #1)

- A. July 15, 2019 Regular Meeting Minutes
- B. July 31, 2019 Special Meeting Minutes
- C. New Hires

## **VI. ACTION ITEMS**

## A. Student Affairs

- i. Donation: YCS, Stuff the Bus | Washtenaw County Employees & the Public (Enc. #2)
- ii. Donation: 2020 Art Trip, Washington D.C., Rotary National (Enc. #3)
- iii. Communities in Schools Michigan (Enc. #4)
- iv. Washtenaw County Sheriff's Office (Enc. #5)
- v. Spanish for Kids (Enc. #6)

## B. Business/Finance

- i. Washtenaw ISD, Premises Lease | High Point (Enc. #7)
- ii. Washtenaw County School Recycling Project (Enc. #8)

## **VII. DISCUSSION**

A. **SECOND READ:** NEOLA Policy Updates (Enc. #9)

(Continued on Next Page)

Board of Education Meeting Agenda August 12, 2019 Page 2 of 2

B. Board Strategic Goals & Priorities: Alena Zachery-Ross, Superintendent

## VIII. \*NEOLA POLICY UPDATES (Approval) (Enc. #10)

- **IX. PUBLIC COMMENTS #2**
- X. OTHER
- **XI. BOARD/SUPERINTENDENT COMMENTS**
- **XII. ADJOURNMENT**

\*Action Item

## Enclosure #1 APPROVAL OF CONSENT AGENDA Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

| Discussion Action – Roll Call Action – Voice |                                  | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|----------------------------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Ayes   | 1 <sup>st</sup> /2 <sup>nd</sup> |                   |                             |                    |               |                       |                             |                    |
| Nays   | Ауе                              |                   |                             |                    |               |                       |                             |                    |
|  | Nay                              |                   |                             |                    |               |                       |                             |                    |
|  | Abstain                          |                   |                             |                    |               |                       |                             |                    |

## **Rationale/Background Information**

- a. Consent Agenda
  - 1. July 15, 2019 Regular Meeting Minutes
  - 2. July 31, 2019 Special Meeting Minutes, Board Workshop
  - 3. New Hires

## **Proposed Motion**

" .... move that the Board of Education approve the following:

- 1) July 15, 2019 regular meeting minutes;
- 2) July 31, 2019 special meeting minutes, and;
- 3) the personnel matters as per the attached list dated August 12, 2019: New Hires."

Budget Impact: None New Hires: All are Replacements

 $\square$  As follows:

## **Attachments:**

Enclosed Issue Study Enclosed To Be Distributed at Meeting None

## YPSILANTI COMMUNITY SCHOOLS

Administration Building, Professional Development Room \* 1885 Packard Rd; Ypsilanti, MI 48197 MINUTES: REGULAR MEETING OF THE BOARD OF EDUCATION

## Monday, July 15, 2019

The meeting was called to order by President Dr. Celeste Hawkins at 6:31 p.m. The Pledge of Allegiance was recited.

## MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Dr. Celeste Hawkins, Vice-President Brenda Meadows, Secretary Maria Sheler-Edwards (6:34 arrival), Treasurer Gillian Ream Gainsley, Trustee Sharon Lee

## MEMBERS OF THE BOARD OF EDUCATION ABSENT

Trustee Ellen Champagne, Trustee Meredith Schindler

#### MEMBERS OF YCS CABINET PRESENT & PARTICIPANTS IN MID-TERM MONITORING

Assistant Superintendent Dr. Carlos Lopez, Director of Human Resources Sue McCarty, Director of Business & Finance Priya Nayak, Communications/Marketing Coordinator Taryn Willis

#### ACHIEVEMENTS, AWARDS AND RECOGNITION

Priya Nayak, Director of Business & Finance, earned the Michigan School Business Officials "Business Office Specialist Certification".

## ACCEPTANCE OF AMENDED AGENDA: The "amended" agenda was accepted as presented.

Motion by Lee, supported by Ream Gainsley Action Recorded: 4/Yes; 0/No

## **PRESENTATIONS**

<u>Performance Management, Blueprint & NWEA</u>: Dr. Carlos Lopez, Assistant Superintendent, gave a PowerPoint presentation. Presented was an update of year-end NWEA scores. Plans are to provide professional development regarding how to use the data to make instructional decisions.

<u>Ypsilanti Community Middle School (YCMS) Reconfiguration Plan</u>: Dr. Lopez presented an overall plan that has been developed, including dialogue on the YCMS MI-Excel Blueprint *Saving Lives* Year 1 Reconfiguration Plan 2019/20 and the Promise Professional Development Plan, 2019/2020 School Year. If the Board approves the recommendation for YCMS principal, he will be included in the continued planning. Dialogue on communication with Achieving College & Career Education (ACCE) parents of the middle school students returning from ACCE back to YCMS.

English Language Arts (ELA) Curriculum Consideration: Dr. Lopez presented a PowerPoint, which included feedback from literacy coaches and teachers, the professional development plan, and, the budget. Lopez explained the process, rationale and recommendation. This would be our new K-12 ELA curriculum.

#### **PUBLIC COMMENTS #1**

*Debra Stevens* acknowledged a quick Board reply to her letter to the Board. Acknowledgement of Aaron Rose, new Director of Facilities, and his work. Comments on professional development for paraeducators, and, kindergarten assessment.

#### **<u>CONSENT AGENDA</u>**

MOTION TO approve the following: 1) June 24, 2019 special meeting/budget hearing minutes; 2) June 24, 2019 regular meeting minutes; 3) the personnel matters as per the attached listed dated 7/3/19: New Hires & Resignations, and; 4) annual contract renewals for educational resources: a) Apex Learning, \$40,000; b) Illuminate Education, \$23,793.92 x three years; c) Imagine Learning, \$225,000, and; d) NWEA, \$42.136.

Motion by Lee, supported by Ream Gainsley Action Recorded: 5/Yes; 0/No

## ACTION ITEMS, Student Affairs

## Field Trip, Ypsilanti Community High School Marching Band

MOTION TO approve the overnight field trip of the Ypsilanti Community High School marching band to attend band camp in Somerset, Michigan from August 5 – 10, 2019. Motion by Sheler-Edwards, supported by Meadows Action Recorded: 5/Yes; 0/No

## Donation: 2020 Art Department Washington, D.C. Trip | "Wilka's Fundraiser"

MOTION TO accept a \$1,924 cash donation from "Willa's fundraiser" on behalf of the YCS

Art Washington, D.C. 2020 trip. Motion by Lee, supported by Meadows Action Recorded: 5/Yes; 0/No

## Donation: 2020 Art Department Washington, D.C. Trip, Ypsilanti Rotary Foundation

MOTION TO accept a \$5,000 cash donation from the Ypsilanti Rotary Foundation for the 2020 Art Department Washington, D.C. trip,

Motion by Meadows, supported by Lee Action Recorded: 5/Yes; 0/No

## Head Start Grant Award, 2019/20

MOTION TO approve the Head Start grant award for the period of July 1, 2019 – June 30, 2020, with a base grant amount of \$1,854,244.

Motion by Lee, supported by Ream Gainsley Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

## English Language Arts Curriculum, Houghton Mifflin Harcourt

MOTION TO approve the Houghton Mifflin Harcourt purchase of 'Into Reading Into Lit Comprehensive 6-Yr K-12' with a 6-year subscription for the total amount of \$495,286.77, which will be deferred in payments as follows: 1/3 due no later than –

July 31, 2019 & July 31, 2020 & July 31, 2021.

Motion by Ream Gainsley, supported by Sheler-Edwards Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

Note: Payment amounts of "1/3" equal \$165,095.59 yearly.

## ELA Professional Learning Plan, Houghton Mifflin Harcourt

MOTION TO approve the purchase of the Houghton Mifflin Harcourt professional learning plan for its K-12 ELA core curriculum, for a term of July 1, 2019 – June 30, 2020 and an amount not to exceed \$50,376.

Motion by Sheler-Edwards, supported by Lee Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

## ACTION ITEMS, Business/Finance

## **RESOLUTION: School Bond Loan Revolving Fund Annual Application**

MOTION TO adopt the presented resolution to authorize the Annual Loan/Repayment Activity Application for the former Willow Run Community Schools.

Motion by Meadows, supported by Lee Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

## **RESOLUTION:** General Appropriations | School Activity Fund Budget 7.15.19

MOTION TO adopt the presented General Appropriations Resolution /School Activity Fund Budget 7.15.19 for 2019/20 with a \$177,258 fund balance ending June 30th.

Motion by Lee, supported by Ream Gainsley Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards & Hawkins

Waiver Form, Ypsilanti Township(Michigan Department of Licensing and Regulatory Affairs)MOTION TO approve the authorization of the Request for Annual Delegation of School PlanReview and Inspection Authority to a Local Unit of Government Enforcing Agency to addbathrooms to the former Willow Run Middle School, contingent upon the WISD August 6,2019 bond passing.

Motion by Meadows, supported by Lee Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

Topics Included: The work to be done is to modify four bathrooms. Superintendent Zachery-Ross commented this is not a vote for a lease today. Today is a vote on the waiver only. Randy Trent, Co-Director of Facilities, stated a lease would be about a two-year, maybe another year.

## InnoSynth Consulting Services

MOTION TO approve the Second Fee Agreement with InnoSynth Technologies for accounting services for 2018/19, with a term of July 11 – August 16, 2019 for an amount not to exceed \$76,800.

Motion by Ream Gainsley, supported by Sheler-Edwards Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

Topics Included: Zachery-Ross commented on the "items identified in the audit". These items must be in place.

## ACTION ITEMS, Human Resources & "Other" RESOLUTION: Consideration of Elimination of Position/Non-Renewal

MOTION TO adopt the Resolution for Consideration of Elimination of Position and Non-Renewal of Contract.

Motion by Meadows, supported by Lee Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

## Donation: YCS Event Series Sponsorship, The Ride, AATA: Item Moved up on Board Agenda

MOTION TO accept a \$1,000 cash donation from The Ride/Ann Arbor Area Transportation Authority for the YCS Event Series Sponsorship. Motion by Sheler-Edwards, supported by Meadows Action Recorded: 5/Yes; 0/No

## **Ypsilanti Community Middle School Principal**

MOTION TO approve the hire of Steven B. Elam for Principal of Ypsilanti Community Middle School, effective August 5, 2019 – June 26, 2020.

Motion by Meadows, supported by Lee Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

## Holmes Elementary Principal

MOTION TO approve the hire of Gregory W. Anglin for Principal of Holmes Elementary School, effective August 5, 2019 – June 26, 2020.

Motion by Sheler-Edwards, supported by Meadows Roll Call Vote: 5/0 Yes Yes: Meadows, Ream Gainsley, Lee, Sheler-Edwards, Hawkins

**DISCUSSION:** First Read, *NEOLA Policy Updates* | These updates keep us in compliance. There is a different NEOLA process now. Updates will now be completed online as of Fall 2019; no more paper updates. This First Read included the bylaws/policies included on the July 15, 2019 meeting/Enclosure #16/First Read (see attached for detailed listing of policies considered).

## PUBLIC COMMENTS #2: None

The Board recessed at 8:18 p.m. The meeting reconvened at 8:28 p.m.

## BOARD MONITORING OF DISTRICT PERFORMANCE (Mid-Term Monitoring)

Mary Kerwin, Senior Consultant | Michigan Association of School Boards (MASB) facilitated this session. MASB Consultant Deb Macon also participated in the facilitation. Conversation and monitoring for progress of the Superintendent's performance goals. Dialogue between Board trustees, the superintendent and cabinet members included the following areas for this midterm monitoring: 1) Student Growth and Achievement; 2) Feedback; 3) Annual Reports; 4) Finances; 5) Climate/Culture; 6) Human Resources, and; 7) Partnerships. Takeaways included:

1) moving forward - students/Board members/community members participating on committees;

2) attendance rates are below target rate. Conversation on possible contributors, including the areas where there are no sidewalks/safe walk zones for students. Comments on possible collaboration with city, township, officials, etc. on need for sidewalks. Perhaps a survey could be done on where needs are and funding.

3) Community Liaisons – how can the Board know if their work is making progress? The Board requested a review of data to know if it is fruitful. Talk of County flowchart that liaisons use.

Kerwin stated YCS is committed to the Blueprint, moving the District forward, and, every child succeeding. Kerwin shared Trustee Schindler comments in her absence.

## **BOARD OF EDUCATION SELF-ASSESSMENT**

Mary Kerwin, Senior Consultant | Michigan Association of School Boards (MASB) facilitated this session with Board members. MASB Consultant Deb Macon also facilitated. The session examined Board performance, and, ways to improve their work and continue progress. Dialogue included "things the Board does well", and, "areas for improvement". The self-assessment is a way to build a strong and more effective Board.

## **OTHER**

- *Zachery-Ross* shared the date of August 21<sup>st</sup> for the Board workshop with Dr. Dorinda Carter. The Board was in consensus of this date.
- *Sheler-Edwards* dialogued about the Thurston Neighborhood Watch meeting, including the request of the residents for a park, and, inclusion on events.
- *Meadows* commented on funding a park, including information from the township supervisor.

## **BOARD/SUPERINTENDENT COMMENTS:** None

Meeting Adjourned: 10:21 p.m.

Attachment: Enclosure #16/FIRST READ: NEOLA POLICY UPDATES/Meeting of 7/15/2019

Minutes Recorded by: Paula Gutzman

Date Approved: August 12, 2019

Maria Sheler-Edwards, Secretary Board of Education Ypsilanti Community Schools

## Enclosure #16 FIRST READ: NEOLA POLICY UPDATES Meeting of 7/15/2019

## FIRST READ

Second Read and Approval will be considered at next regular meeting.

## **Rationale/Background Information**

Re: NEOLA of Michigan Local Templates/Policy Updates

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District. The following are submitted for Board review and are ready to begin the approval process.

The following bylaws/policies are included in tonight's First Read:

#### GROUP #1 |

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EDGAR COLLECTION, Special Release: 30, #2 Bylaw 0144.3: Conflict of Interest 1130/3110/4110: Conflict of Interest 6110: Grant Funds 6111: Internal Controls 6112: Cash Management of Grants 6114: Cost Principles ... 6116: Time & Effort Reporting 6325: Procurement – Federal Grants/Funds 6550: Travel Pay't & Reimbursement 7300: Disposition of Real Property 7310: Disposition of Surplus Property 7450: Property Inventory 8500: Food Services Also, included in this packet to NEOLA: Vision Update, #2105

Vision Update, #2105 Mission Update, #2105 District Compliance Officers Update, #4123

## SOCIAL MEDIA POLICY COLLECTION, Special Release: April 2018

Bylaw 0100: Definitions

7540: Technology 7540.04: Staff Technology ... 7544: Use of Social Media

**TECHNOLOGY COLLECTION, Special Release:** 

February 2017 8300: Continuity of Organ. Operations Plan 8305: Information Security

ESSA: February 2017 5111.01: Homeless Students 5111.03: Children & Youth in Foster Care 8340: Letters of Reference

## GROUP #2 | NEOLA 32, #2

0143.1: Public Expression ... 0144.1: Compensation 1421: Criminal History ... 3121: "" 4121: "" 4162: Controlled Substance 5111: Eligibility of Resident ... 7540.02: Web Accessibility ... 8321: Criminal Justice ...

## GROUP #3 | NEOLA 33, #1

0100: Definitions 0122: Board Powers 0131.1: Bylaws & ... 0143.1: Public Expression ... 0165.6: Cancellation 0166: Agenda 0167.1: Voting 0167.2: Closed Session 0167.3: Public Participation ... 0167.6: Use of ... 1422: Nondiscrimination ... 1662: Anti-Harassment 2112: Parent & ... 2260: Nondiscrimination ... 2261: Title I ... 2271: Postsecondary (Dual) 2700: P.A. 25 ... 3120: Employment ... 3120.04: Employment ... 3122: Nondiscrimination 3130: Assignment 3362: Anti-Harassment 4122: Nondiscrimination ... 4162: Controlled Substance ... 4362: Anti-Harassment 5330: Use of ... 5460: Graduation ...

5517: Anti-Harassment 5517.02: Sexual Violence 5610.01 (rescind) 5630.01: Student Seclusion ... 6325: Procurement ... 6350: (rescind) 8210: School Calendar

## Group #4 | NEOLA 33, #2

0100: Definitions 0167.2: Closed Session 1422.01: Drug-Free ... 1430: Leaves of ... 2210: Curriculum ... 2414: Reproductive ... 3120: Employment of ... 3120.04: "" 3430: Leaves ... 4430: "" 5113.01: School of Choice ... 5113.02: School Choice ... 5200: Attendance 6321: New School ... 6325: Procurement ... 6605: Crowdfunding 8400: School Safety ... 8402: Emergency Operations ... 8500: Food Service 8640: Transportation ...

Policies may be viewed at this link:

https://go.boarddocs.com/mi/ycs/Board.nsf/Public?open&id=welcome (then, click "Policies" in the upper right corner to access Board policies)

A Second Read is planned for our next regular meeting, along with a consideration of an approval of the presented bylaws/policies.

## **Attachments:**

**Enclosed To Be Distributed at Meeting None** (please view online @ above link)



MINUTES: SPECIAL MEETING/WORKSHOP OF THE BOARD OF EDUCATION Wednesday, July 31, 2019

The **Special Meeting** of the Ypsilanti Community Schools Board of Education was called to order by President Dr. Celeste Hawkins at 5:49 p.m. (quorum available). The Pledge of Allegiance was recited, led by President Hawkins.

#### MEMBERS OF THE BOARD OF EDUCATION PRESENT

President Dr. Celeste Hawkins, Secretary Maria Sheler-Edwards (5:53 arrival), Treasurer Gillian Ream Gainsley, Trustee Ellen Champagne (5:49 arrival), Trustee Sharon Lee

#### MEMBERS OF THE BOARD OF EDUCATION ABSENT

Vice-President Brenda Meadows, Trustee Meredith Schindler

## MEMBERS OF ADMINISTRATIVE CABINET PRESENT (& Participants in Workshop)

Superintendent Alena Zachery-Ross, Assistant Superintendent Dr. Carlos Lopez, Director of Business and Finance Priya Nayak, Director of Human Resources Sue McCarty, Director of Facilities & Operations Aaron Rose, Director of Student Support Services Ruth Jordan

## ACCEPTANCE OF AGENDA: Accepted as Presented

Motion by Lee, supported by Ream Gainsley Action Recorded: 4/Yes; 0/No

#### PUBLIC COMMENTS: None

## ACTION ITEMS

Ford Early Learning Center Principal

MOTION TO approve the hire of Mumtaz Haque as Principal of Ford Early Learning Center, effective August 5, 2019 - June 26, 2020.

Motion by Lee, supported by Trustee Champagne

Roll Call Vote: 410 Yes

Yes: Ream Gainsley, Champagne, Lee, Hawkins

## Personnel Matters: Hires & Resignations

MOTION TO approve the personnel matters as per the attached list dated July 25, 2019: New Hires and Resignations.

Motion by Champagne, supported by Ream Gainsley Action Recorded: 4/Yes; 0/No

(Sheler-Edwards arrival)

#### **Houghton Mifflin Harcourt**

MOTION TO approve the attached four Houghton Mifflin Harcourt Proposals for purchase, for a total amount of \$36,246 for 2019/20. Motion by Ream Gainsley, supported by "unknown"

Roll Call Vote: 5/0 Yes

Yes: Ream Gainsley, Champagne, Lee, Sheler-Edwards, Hawkins

McGraw Hill Education

MOTION TO approve the attached six McGraw Hill Education guotes for purchase, for a total amount of \$63,318 for 2019/20.

Motion by Lee, supported by Ream Gainsley Roll Call Vote: 5/0 Yes Yes: Ream Gainsley, Champagne, Lee, Sheler-Edwards, Hawkins

#### School Specialty

MOTION TO approve the attached six School Specialty guotes for the purchase of Foss Science materials, for a 2019/20 total amount of \$32,963.

Motion by Lee, supported by Sheler-Edwards Roll Call Vote: 5/0 Yes Yes: Ream Gainsley, Champagne, Lee, Sheler-Edwards, Hawkins

## IQWST/Activate Learning/SASC LLC

MOTION TO approve the purchase of the 2019/20 IQWST/Activate Learning middle school science materials, as per the attached Estimate for a cost of \$20,712.

Motion by Sheler-Edwards, supported by Lee Roll Call Vote: 5/0 Yes Yes: Ream Gainsley, Champagne, Lee, Sheler-Edwards, Hawkins

#### Cengage Learning

MOTION TO approve the attached two Cengage Learning price quotes for purchase, for a total amount of \$25,670.

Motion by Ream Gainsley, supported by Lee Roll Call Vote: 4/0 Yes Yes: Ream Gainsley, Champagne, Lee, Hawkins Abstain: Sheler-Edwards (family member employed with vendor)

#### TCI | Teachers' Curriculum Institute

MOTION TO approve the 2019/20 TCI purchase, as per the attached Quotes at a cost of \$20,526.

Motion by Ream Gainsley, supported by Lee

Roll Call Vote: 5/0 Yes

Yes: Ream Gainsley, Champagne, Lee, Sheler-Edwards, Hawkins

## "BIG IDEAS" FOCUS AREAS FOR STRATEGIC GOALS (5 Ideas): Board Priorities & Next Steps:

Alena Zachery Ross, Superintendent facilitated this session with Board members and Cabinet members present. The session included: 1) Overview of Vision and Purpose/Law of the Lid and Rule of 5 with John Maxwell; 2) Review/Overview of Guiding Documents for Consolidation; 3) Review of Committee Recommendations; 4) Visioning Process (activity); 5) Where do We go from Here?/Bridging the Past to the Future (activity), and; 6) Next Steps. Conversation on the Guiding Questions from 2013 and the 2013 and 2014 Pillars and Advisory Groups.

Dialogue of the March 2017 Facilities Advisory Board (FAB) Recommendation, including the charge/process, the two-phase approach. FAB committee members, the formation of FAB sub-committees, summary of path analysis.

Revisited the original ideas and the action/initiative intended to improve: 1) Feasible | Wow! Ideas; 2) Not Yet Feasible | How? Ideas, and; 3) Feasible | Now. Ideas.

Group activity on a vision for YCS in the next 10 years. Review of previous Big Concepts (Board priorities). Dialogue on bridging the past to the future.

After the review of priorities, advisory recommendations, the Facilities PowerPoint, five themes were identified as strategic goals areas/Board priorities:

- #1: Achievement
- #2: Facilities
- #3: Culture/Climate
- #4: Community Involvement
- **#5:** Programs/Reconfiguration

#### OTHER

- Zachery-Ross spoke of Jazz in the Parking Lot and the calendar/bell schedule email.
- *Ream Gainsley* spoke of the community Jazz event.

- Lee offered an idea of "more" Jazz events.
- Sheler-Edwards spoke of alternative space to a parking lot for the Jazz events.

#### **BOARD/SUPERINTENDENT COMMENTS**

- Hawkins recognized the work done on tasks such as bell times, the calendar and the return of inhouse Transportation.
- Zachery-Ross spoke of the upcoming Blueprint conference, and principals returning next week. Our three new principals have been invited to attend our August 12<sup>th</sup> meeting to meet with the community.

Meeting Adjourned: 8:16 p.m.

Minutes Prepared by: Paula Gutzman

Date Approved: August 12, 2019

Maria Sheler-Edwards, Secretary Board of Education Ypsilanti Community Schools

## Board of Education

| Name                  | Location      | Position                        | New Position or<br>Replacement | Salary      |
|-----------------------|---------------|---------------------------------|--------------------------------|-------------|
| New Hire              |               | 1                               |                                |             |
|                       |               |                                 |                                |             |
| Hence, Alyssia        | Middle School | Special Education Social Worker | Replacement                    | \$43,750.00 |
| Schnakenberg, Rebecca | Ford          | Kindergarten                    | Replacement                    | \$45,500.00 |
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|                       |               | 8/12/2019                       |                                |             |
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## Enclosure #2 ACCEPTANCE OF DONATION, 12<sup>th</sup> Annual Stuff the Bus Event Donations from Washtenaw County Employees & the Public Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

| Discussion Action – Roll Call Action – Voice |                                  | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|----------------------------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Ayes   | 1 <sup>st</sup> /2 <sup>nd</sup> |                   |                             |                    |               |                       |                             |                    |
| Nays   | Aye                              |                   |                             |                    |               |                       |                             |                    |
|  | Nay                              |                   |                             |                    |               |                       |                             |                    |
|  | Abstain                          |                   |                             |                    |               |                       |                             |                    |
|  |                                  |                   |                             |                    |               |                       | -                           |                    |

## **Rationale/Background Information**

The United Way Stuff the Bus Committee asked Washtenaw County employees and the public to donate school supplies for K-5 students in need for the 2019/20 school year. As a result, YCS has received school supply donations in excess of \$1,000. The list of donations received includes backpacks, binders, pencils, crayons, glue and so much more.

This donation event took place July 29 – August 2, 2019. The Washtenaw County United Way Special Events Committee members are Brenda Quiet, Kari Dorr and Edwin Peart. YCS' own Bob Oliver, our YCS representative, took delivery of two buses of school supplies at Chapelle school on Friday, August 2<sup>nd</sup>. County volunteers also assisted with the delivery. These individuals were instrumental in our receiving these donations.

Two school buses were parked at locations for donation week, and were "stuffed" with donated items. Buses were staff throughout the day by Washtenaw County volunteers. Washtenaw County public schools were invited to participate. This donation is presented for Board approval.

Thank you ... Committee Members Brenda Quiet, Kari Dorr and Edwin Peart Bob Oliver, YCS Volunteer County Volunteers who donated time to deliver/unload two buses of supplies ... You have made a difference for YCS students and families!

## **Proposed Motion**

".... move that the Board of Education accept a donation of school supplies for YCS students at a cost estimate in excess of \$1,000 from the Washtenaw County 12<sup>th</sup> Annual Stuff the Bus Event, including donations from County employees and the public."

| <b>Budget Impact:</b> | 🖂 None | As follows: |
|-----------------------|--------|-------------|
|-----------------------|--------|-------------|

## Attachments:

Enclosed Issue Study Enclosed To Be Distributed at Meeting None

## Enclosure #3 ACCEPTANCE OF DONATION, 2020 Art Trip, Washington, D.C. Rotary National, Donor Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

| Discussion<br>Action – Roll Call<br>Action – Voice |                                  | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|----------------------------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Ayes   | 1 <sup>st</sup> /2 <sup>nd</sup> |                   |                             |                    |               |                       |                             |                    |
| Nays   | Ауе                              |                   |                             |                    |               |                       |                             |                    |
|  | Nay                              |                   |                             |                    |               |                       |                             |                    |
|  | Abstain                          |                   |                             |                    |               |                       |                             |                    |
|  |                                  |                   | ·                           |                    | -             |                       |                             |                    |

## **Rationale/Background Information**

Taryn Willis has been informed that a \$2,500 grant/donation for the 2020 YCS Art Department Washington, D.C. trip has been accepted by the national Rotary Club. This grant is in addition to an original \$5,000 donation. This proposed donation is presented for Board review and approval.

Thank you, Rotary, for making a difference for our YCS students.

## **Proposed Motion**

" .... move that the Board of Education accept a \$2,500 cash donation from the national Rotary for the 2020 Art trip to Washington, D.C."

Budget Impact: None As follows:

## **Attachments:**

Enclosed Issue Study Enclosed To Be Distributed at Meeting None

# Rotary Grant Accepted for Art Trip

Inbox

## Taryn Willis

Tue, Jul 30, 1:32 PM)

to Alena, Kathy, Paula, Cheryl

Good afternoon. I just spoke with Cheryl Farmer and was informed that the \$2500 was accepted by the national Rotary club. This is in addition to the original \$5000 given to the trip.

Paula please add this to the board agenda for final board approval.

Thank you.

Taryn M.R. Willis, M.S. Ed Marketing and Communications Coordinator

## Enclosure #4 APPROVAL OF CISM AGREEMENTS, School Support Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

| Discussion<br>Action – Roll Call<br>Action – Voice<br>Ayes<br>Nays |                                  | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|----------------------------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
|  | 1 <sup>st</sup> /2 <sup>nd</sup> |                   |                             |                    |               |                       |                             |                    |
|  | Aye                              |                   |                             |                    |               |                       |                             |                    |
|  | Nay                              |                   |                             |                    |               |                       |                             |                    |
|  | Abstain                          |                   |                             |                    |               |                       |                             |                    |
|  |                                  |                   |                             |                    |               |                       |                             |                    |

## **Rationale/Background Information**

Formerly known as Communities in Schools (CIS) of Detroit, CIS is now known as CIS of Michigan (CISM). The attached documents are for Board review, including the following Agreements: 1) Data Sharing; 2) Payment, and; 3) School Support. These documents require an approval to begin a partnership. CISM provides integrated student support services. The cost for the 2019/20 school year is \$73,500.

Agreement Term: August 1, 2019 – June 30, 2022

#### **Proposed Motion**

" .... move that the Board of Education approve the presented three Agreements with Communities in Schools of Michigan for student support services, with a contract term of August 1, 2019 – July 30, 2022 for an amount of \$73,500 for 2019/20."

**Budget Impact:** None As follows: \$73,500: 31a | At Risk Grant

## **Attachments:**

Enclosed Issue Study Enclosed To Be Distributed at Meeting None



# Data Sharing Agreement

## COMMUNITIES IN SCHOOLS OF MICHIGAN

and

## YPSILANTI COMMUNITY SCHOOLS (YPSILANTI, MI)

## **Data Sharing Agreement**

Communities In Schools of Michigan (CIS of MI) and Ypsilanti Community Schools have partnered to implement the CIS Model. Inherent in the model is the use of data to inform program decisions. CIS uses school-level and student-level data to complete needs assessments which are the foundations for goal setting in one or more of the following areas: attendance, behavior, academic, college career readiness, school climate, social emotional learning, and to identify students' basic needs. Quarterly and end of the year data are used to monitor progress and report goal achievement as a measure of impact. Data is entered into CISDM – secured database managed by CIS National. This agreement establishes standards for data sharing between the two entities.

## Data Use

CIS of Michigan school-based staff will use and access school and student-level data for the purposes of:

- Developing needs-based school and student support plans
- Providing targeted supports and services.
- Monitoring school and student goal progress.
- Evaluating end of the goal achievement.
- Reporting quarterly progress and end of the year goal achievement to school leadership, school support team, and CIS affiliate leadership.
- Entering data into Communities In Schools Data Management (CISDM) system.

CIS of Michigan designated employees have access to school and student-level to:

- Provide CISDM technical assistance when requested by school-based staff
- Report aggregated school, student, and affiliate level data (such as, student goal achievement, number of students served, number of parents served) for the purposes of furthering fund development, reporting to key stakeholders, and, rarely, promoting policy and legislative change.
- Report aggregated affiliate-level data to CIS National.



## Data Security and Confidentiality

CIS of Michigan takes every effort to secure student-level data and protect student identifiable data and comply with the Family Educational Rights and Privacy Act (FERPA) We implement the following measures:

- Only authorized CISM employees may access student data using their unique username and password. This login information may not be shared.
- Passwords will change every 120 days.
- Designated staff will sign and comply with a CISM data-confidentiality agreement upon being onboarded (see attached or addendum)
- Log-on/log off procedures as outlined by CIS of Michigan's employee manual
- Required reporting of any potential data security issue to the State Director
- Parent/Guardian consent forms are needed for case-managed students before any Tier II/III supports are provided.

CIS of Michigan staff will adhere to all data security measures outlined by District data security policy

## Data Access

YPSILANTI COMMUNITY SCHOOLS agrees to provide the following school-wide metrics to school-based staff at the beginning of the year, quarterly, and at the end of the year:

- Average Daily Attendance rate
- At least one measure of behavior (suspension rate or referrals)
- At least one measure of academic achievement (i.e. standardized test scores)

District agrees to provide the CIS school-based staff member with access to the following student-wide metrics/data at the beginning of the year, quarterly, and at the end of the year:

- Attendance
- At least one measure of behavior
- At least one measure of academic achievement (i.e. grades, GPA, reading level)

## Addendums:

Confidentiality Agreement Student Needs Assessment and Support Plan School Needs Assessment and Support Plan School Progress Report CIS of Michigan State Profile

District Data Sharing Agreement January 2019



G 14.

## Data Sharing Agreement

## COMMUNITIES IN SCHOOLS OF MICHIGAN

and

## YPSILANTI COMMUNITY SCHOOLS (LANSING, MI)

Signatures indicate that both parties have read, understand, and agree to comply with the statements in this agreement.

District Administrator

Communities In Schools of Michigan, CEO

Date

Date



## Payment Agreement COMMUNITIES IN SCHOOLS OF MICHIGAN, INC AND YPSILANTI COMMUNITY SCHOOLS

## Effective August 1, 2019-July 30, 2020

Per initial discussions, Ypsilanti Community Schools, further identified as the District Partner, agrees to pay Communities In Schools of Michigan, Inc. further identified as CISM, for Integrated Student Support services in 1 District Partner school site.

District Partner agrees to pay \$73,500 per school for the 2019-2020 school year totaling \$73,500.

Monthly Invoices totaling \$6,125 will be sent by CISM on the first of each month, and will be due by the 15<sup>th</sup>. Payments should be made to:

Communities In Schools of Michigan, Inc. 741 N. Cedar, #100 Lansing, MI 48906

By signing below, the District Partner agrees to:

- Remit payment as identified above
- Provide contact information for invoice management

By signing below, CISM agrees to:

- Provide services as described in School Support Plan
- Fundraise any additional funds necessary to provide full model implementation at 1 District Partner School
- Manage all monies appropriately and as outlined in previous conversations and School Support Plan

Signed:

Signed: \_\_\_\_\_

Mallory DePrekel, Communities In Schools of Michigan State Director

Alena Zachery-Ross, YCS Superintendent



# Michigan

Communities In Schools of Michigan School Support Agreement Ypsilanti Community Schools

## Table of Contents

| Sch | ool Support Agreement for Ypsilanti Community Schools | . 1 |
|-----|---|-----|
| ١.  | Background and Introduction                           | . 1 |
| ١١. | Communities In Schools Responsibilities               | . 1 |
| Ⅲ.  | Ypsilanti Community Schoolss Responsibilities         | . 2 |
| IV. | Agreement Duration                                    | . 2 |
| V.  | Modification or Termination                           | . 2 |
| VI. | Signatures  | .2  |





#### **Background and Introduction** 1.

This document defines the responsibilities of Communities In Schools (CIS) of Michigan and Ypsilanti Community Schools. The following agreement is designed to assist CIS of Michigan and Ypsilanti Community Schools in the effective delivery of integrated student supports.

The CIS mission is to surround students with a community of support, empowering them to stay in school and achieve in life. CIS establishes partnerships among service agencies, business organizations, community members and the school to effectively provide the vital non-academic resources and supports that low-income and disadvantaged youth need to stay to succeed and stay on the path to graduation. CIS will provide a site coordinator to work in the school with students, staff and families. Through site coordination and case management the site coordinator will connect the school and students with the following tiers of support, which address school wide as well as individual needs.

- Tier I: Widely available services designed to foster a positive school climate and address school-level . risk factors.
- **Tier II:** Targeted services typically provided in a group setting to students with a common need.
- Tier III: Intensive, individualized services typically provided in a one-on-one setting to students with . highly specific needs.

Through the work of CIS, partnerships are built that bring comprehensive resources and supports into the school to meet the needs of at-risk students and address risk factors related to drop-out.

#### Communities In Schools Responsibilities Ш.

CIS of Michigan will:

- 1. Provide a full-time CIS site coordinator on campus 40 hours per week in accordance with the school calendar to complete the following:
  - Build community partnerships to address needs identified in CIS Annual Needs Assessment;
  - Connect and provide integrated student supports aligned with CIS School Support Plan and . individual Student Support Plans;
  - Serve as a liaison to school administrators while working with community organizations and volunteers.
- 2. Work collaboratively with school principal and identified leadership to conduct a school wide Needs Assessment and develop a School Support Plan to address those identified needs.
- 3. Establish a School Support Team that may include school staff, leadership, and others to monitor and inform the School Support Plan and offer guidance and assistance in delivering the three tiers of support.
- 4. Implement CIS School Support Plan strategies throughout the year to address identified needs and establish a monthly reporting process to school leadership and School Support Team.
- 5. Provide timely, consistent communication to school leadership regarding issues when delivering supports.
- 6. Provide opportunities for the school to access supports for students, teachers and families.
- 7. Ensure all individuals working with students on behalf of CIS have undergone the appropriate criminal background checks in accordance with CIS of Michigan and Ypsilanti Community Schoolss policies.
- 8. Gather required student/school data necessary to develop school and student supports plans and regularly assess progress on their established goals.
- 9. Create tools to measure progress on agreed-upon outcomes.
- 10. Secure approved parent/guardian consent forms for all students that will receive targeted and individualized support, in accordance with all relevant privacy laws.
- 11. Promote all partners on marketing materials as appropriate.

## III. Ypsilanti Community Schools Responsibilities

Ypsilanti Community Schools will:

1 8 4

- 1. Provide a staff person at the district or school level as point of contact and serve as liaison to CIS of Michigan.
- 2. Work collaboratively with CIS site coordinator and CIS affiliate leadership to conduct a school wide Needs Assessment and develop a School Support Plan to address those identified needs.
- 3. Maintain open communication with the CIS site coordinator and CIS State Director as needed to provide timely and consistent information regarding progress and challenges when delivering supports.
- 4. Work with the site coordinator and other school staff to establish/designate a CIS School Support Team.
- 5. Include the CIS site coordinator in school meetings and activities as appropriate to ensure integration into the school as a productive partner.
- 6. Provide access to a workspace location at the school, including telephone and Internet. Access to workspace and school equipment will be maintained and connected to school's systems before, during and after regular school hours.
- 7. Work collaboratively to support student/family confidentiality in accordance with district policy and ensure information is shared on a need-to-know basis.
- 8. Provide access to and assistance in gathering appropriate data and information (following all FERPA regulations) for program evaluation at agreed-upon intervals. This data will be available in aggregate and for individual students with parent/guardian consent. Access to the following data will include, but is not limited to:
  - Attendance
  - Behavior referrals, suspensions, disciplinary reports, etc.
  - Course performance
  - Student population demographics: Such as enrollment, ethnic distribution, free/reduced lunch, English Language Learners, economic data, etc.
  - End of year status (e.g., graduation, retention and promotion information)
  - School-approved surveys to school staff, parents and/or students as needed
- 9. Facilitate collection of service information from other service providers at Ypsilanti Community Schoolss.
- 10. Agree to engage the designated CIS staff on efforts that fall within the mission of CIS.
- 11. Promote all partners on marketing materials as appropriate.

## IV. Agreement Duration

This agreement will cover mutually agreed upon programs and services provided during the following time period:

Start Date: August 1, 2019-June 30, 2022

## V. Modification or Termination

If this agreement is to be modified or terminated, the modification amendment or termination request must be submitted in writing and agreed upon with 60 days notice by authorized representatives of CIS of Michigan and Ypsilanti Community Schools.

## VI. Signatures

Mallory DePrekel, State Director

Communities In Schools of Michigan

Alena Zachery-Ross, Superintendent

Ypsilanti Community Schools

Date: \_\_\_\_

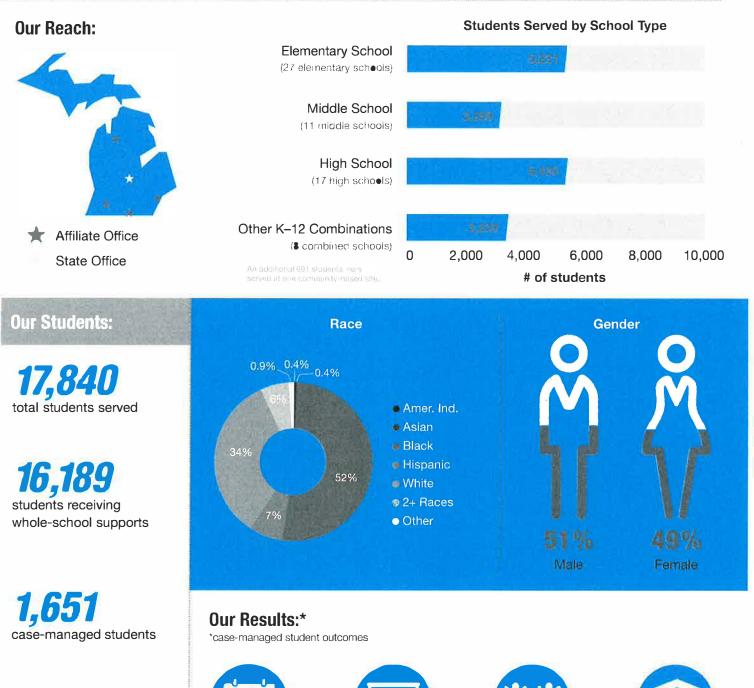
Date: \_\_\_\_\_



## STATE DATA PROFILE



# MICHIGAN



of case-managed students qualified for free or reduced-price lunch (FRPL)



91% improved behavior



improved academics



**94%** were promoted (K–11)



**97%** graduated or received GED (Grade 12)

## Enclosure #5 APPROVAL OF CONTRACTUAL DEPUTY AGREEMENT Washtenaw County Sheriff's Office Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

Gillian Maria Discussion Brenda Ream Ellen Sharon Meredith Sheler-Celeste  $\square$ Action – Roll Call Meadows Schindler Edwards Gainsley Champagne Lee Hawkins Action – Voice 1<sup>st</sup>/2<sup>nd</sup> Ayes Nays\_ Aye Nay Abstain

## **Rationale/Background Information**

The Agreement to Assign the Ypsilanti Community School District Contractual Deputy to Ypsilanti Township for the Time Period of June 16, 2019 Through August 25, 2019 is attached. The agreement is for assignment of a deputy to YCS and the Township for the "summer months", a time period of June 16, 2019 – August 25, 2019.

## **Proposed Motion**

" .... move that the Board of Education approve the presented Agreement with the Washtenaw County Sheriff's Office to provide contractual police services to YCS for a time period of June 16 – August 25, 2019 for an amount of \$31,249.94."

Budget Impact: None As follows: Grant: 31a | At-Risk

## Attachments:

Enclosed Issue Study Enclosed To Be Distributed Separately None

## の正好語力語家

## AGREEMENT TO ASSIGN THE YPSILANTI COMMUNITY SCHOOL DISTRICT CONTRACTUAL DEPUTY TO YPSILANTI TOWNSHIP FOR THE TIME PERIOD OF JUNE 16, 2019 THROUGH AUGUST 25, 2019

AGREEMENT is made this 29 May 2019 by YPSILANTI TOWNSHIP, a Michigan municipal corporation located at 7200 S. Huron River Dr, Ypsilanti, Michigan, ("Township"), the YPSILANTI COMMUNITY SCHOOL DISTRICT, located at 1885 Packard Road, Ypsilanti, Michigan ("School"), the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan ("County") and the WASHTENAW COUNTY SHERIFF's OFFICE located at 2201 Hogback Road, Ann Arbor, Michigan ("Sheriff")

WHEREAS, the Township and the School currently contract with the County and the Sheriff to provide contractual police services in their respective jurisdictions and;

WHEREAS, the deputy assigned to the School is primarily used during the standard school year of August through early June; and

WHEREAS, Ypsilanti Township and the School have discussed and agreed upon a sharing arrangement, whereby the deputy assigned to the School will work for the Township from June 16, 2019 through August 25, 2019 with the Township being financially responsible for that deputy for the time that he/she works for the Township; and

WHEREAS, the School deputy will be reassigned to the Township and given assignments as agreed upon by the Township and Sheriff, thereby enhancing police services in the Township during the summer months.

WHEREAS, the parties now desire to memorialize this Agreement to writing.

NOW THEREFORE, the parties agree as follows:

#### ARTICLE I - Assignment of Contractual Deputy

The parties agree that beginning on June 16, 2019 and concluding on August 25, 2019, the contractual deputy assigned to Ypsilanti Public School District will be reassigned to the Ypsilanti Township. Upon expiration, the deputy will be reassigned back to the Ypsilanti Public School District.

#### ARTICLE II - TERM

This contract shall begin on June 16, 2019 and continue through August 25, 2019.

#### ARTICLE III -- PAYMENT FOR REASSIGNED DEPUTY

During the term of this Agreement, the parties agree that the Township shall be responsible to pay the County for the price of the reassigned deputy at the rates established and agreed upon in the police service contract currently in effect between the County, Township and Sheriff, which Agreement is incorporated by reference into this Agreement. Using these rates, the price of the reassigned deputy for the term of this contract shall be \$31,249.94, payable by the Township as follows: June invoice--\$6,602.10; July invoice--\$13,644.34; and August invoice--\$11,003.50

#### ARTICLE IV- CHANGES IN SCOPE OR SCHEDULE OR SERVICES

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Changes mutually agreed upon by the parties will be incorporated into this Agreement by written amendments signed by all parties.

#### ARTICLE V - EXTENT OF CONTRACT

The terms of this document represents the entire agreement between the parties on the reassignment of the School contractual deputy to the Township for the term described in this Agreement and supersedes all prior representations, negotiations or agreements whether written or oral on this matter.

| YPSILANTI TOWNSHIP                                       | WASHTENAW COUNTY   |  |  |  |  |
|--|--|--|--|--|--|
| By:<br>Brenda Stumbo (DATE)<br>Supervisor                | By:<br>Gregory Dill (DATE)<br>County Administrator         |  |  |  |  |
| By:<br>Karen Lovejoy Roe (DATE)<br>Clerk                 |  |  |  |  |  |
| WASHTENAW COUNTY SHERIFF"S OFFICE                        | YPSILANTI COMMUNITY SCHOOLS                                |  |  |  |  |
| Ву:  | Ву:  |  |  |  |  |
| Jerry Clayton<br>Sheriff                                 | Alena Zachery-Ross (DATE)<br>Superintendent                |  |  |  |  |
| APPROVED AS TO FORM:                                     | ATTESTED TO:   |  |  |  |  |
| By:<br>Curtis N. Hedger<br>Office of Corporation Counsel | By:<br>Lawrence Kestenbaum (DATE)<br>County Clerk/Register |  |  |  |  |

## Enclosure #6 APPROVAL OF CONTRACT, Spanish for Kids LLC Meeting of 8/12/19 Presented by Sue McCarty Prepared by Paula Gutzman

| Discussion Action – Roll Call Action – Voice |                                  | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|----------------------------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Action – Voice                               | 1 <sup>st</sup> /2 <sup>nd</sup> |                   |                             |                    |               |                       |                             |                    |
| Nays   | Aye                              |                   |                             |                    |               |                       |                             |                    |
|  | Nay                              |                   |                             |                    |               |                       |                             |                    |
|  | Abstain                          |                   |                             |                    |               |                       |                             |                    |
|  |                                  |                   |                             | <i></i>            |               |                       |                             |                    |

## **Rationale/Background Information**

It is our recommendation that this contract would best serve the needs of Ypsilanti International Elementary School (YIES) students.

YIES is required, as part of the International Baccalaureate program, to provide a foreign language experience to students. This was accomplished in 2016/17, 2017/18 and 2018/19 with Spanish for Kids LLC. This proposal would continue this service for 2019/20. The term of this proposal is for 36 instructional weeks, with the "schedule to be determined".

## **Proposed Motion**

" .... move that the Board of Education approve the Spanish Language and Culture Classes Proposal #42519 with Spanish for Kids for 36 weeks and an amount not to exceed \$53,900."

Budget Impact: None As follows: General Fund: \$53,899.20

## Attachments:

🛛 Enclosed 🗌 Issue Study Enclosed 🗌 To Be Distributed at Meeting 🗌 None



Spanish for Kids, LLC Ann Arbor, MI 48108 www.spanishforallkids.com

## **Proposal: Spanish Language & Culture Classes**

Prepared for: Ypsilanti International Elementary School

Prepared by: Celeste Green Spanish for Kids, LLC

Description

The Mission of Spanish for Kids is to provide high quality, interactive and engaging Spanish curriculum to Pre-K through 5<sup>th</sup> grade students designed to put students on the path to bilingualism. We aim to prepare students for our global society and instill a lifelong love of the Spanish language and cultures.

Partner with Spanish for Kids to create the global citizens our children will need to be.

Proposal Number: 42519

www.spanishferallkids.com



Cost Summary

Please note that the costs below are based on a per student weekly fee. The cost below is based on Spanish being taught <u>twice weekly for Pre-K and once per week for Kindergarten - 5th grade</u> for students at YIES. The cost includes the following:

- A certified elementary FF endorsed teacher teaching K-5th classes.\*
- A teaching assistant accompanying the K-5th teacher\*
- All curricular materials
- Quarterly assessment of progress of students
- Certificate of completion each school year indicating the "I Can" statements that students are able to perform.
- Cultural lessons encompassing learning cultural practices in the 21 Spanish speaking countries.
- A teacher trained in Spanish for Kids' methods to teach pre-k
- Collaboration with homeroom teachers to incorporate topics learned in the regular classroom in Spanish class.

### **Description of Services**

### **Cost of Services**

#### \$3.94 per student per week

- Spanish lessons for Pre-K - 5th - 380 students\* (could increase, highly unlikely to decrease. Our price will not increase)
- Schedule to be determined. 36 Instructional weeks

\$3.94 x 380 students= \$1,497.20/wk

\$1,497.20 x 36 Weeks=

53,899.20

Academic year, total cost:

\*Exceptions include illness or emergency circumstances of the lead teacher. In such case Spanish for Kids reserves the right to place a non-certified substitute teacher for a limited amount of time until lead teacher returns.

S

**Standard Disclaimer:** The numbers represented above are to be used as an estimate for the projects discussed. The above Cost Summary does in no way constitute a warranty of final price. Estimates are subject to change if project specifications are changed or costs for outsourced services change before being locked in by a binding contract.

Services Provided

Spanish for Kids stands out from other programs with innovative programming and low student/teacher ratio as well as reasonable rates. We provide all materials, teaching personnel, assessment as well as online programming for keeping concepts fresh in students minds between classes. We offer;

- ▲ A certified elementary FF endorsed teacher teaching K-5th grade classes.
- A teaching assistant accompanying the K-5th teacher
- Quarterly assessment of progress of students
- Cultural lessons encompassing learning cultural practices in the 21 Spanish speaking countries
- Collaboration with homeroom teachers to incorporate topics learned in the regular classroom in Spanish class

Contract and Derms

#### Agreements

In consideration of the mutual covenants set forth in this Agreement, Customer and Company hereby agree as follows:

#### 1. Services Rendered.

Company agrees to render and be compensated for the Services according to the terms listed on Exhibit A attached hereto.

## 2. Delivery of Services.

Company will use reasonable diligence in the rendering of the Services.

#### 3. Ownership Rights.

Customer shall retain all of its intellectual property rights in any text, images or other components it owns and transmits to Company for use in the Services. Customer shall hold the copyright for the agreed-upon version of the Services as delivered, and Customer's copyright notice may be displayed in the final version.

Company retains exclusive rights to pre-existing material it uses in Customer's project(s). Customer does not have right to reuse, resell or otherwise transfer material owned by Company or third parties.

#### 4. Compensation.

For all of Company's services under this Agreement, Customer shall compensate Company, in cash, pursuant to the terms of Exhibit A attached hereto. In the event Customer fails to make any of the payments referenced in Exhibit A by the deadline set forth in Exhibit A, Company have the right, but is not obligated, to pursue any or all of the following remedies: (1) terminate the Agreement, (2) remove or withhold services or deliverables, or (3) bring legal action.

#### 5. Limited Warranty and Limitation on Damages.

Company warrants the Services will conform to the Scope of Work. If the Services or Deliverables do not conform to the Scope of Work, Company shall be responsible to correct the Services or Deliverables without unreasonable delay, at Company's sole expense and without charge to Customer, to bring the Services or Deliverables into conformance with the Scope of Work. This warranty shall be the exclusive warranty available to Customer. Customer waives any other warranty, express or implied. Customer acknowledges that Company is not responsible for the results obtained by Customer on the Services. Customer waives any claim for damages, direct or indirect, and agrees that its sole and exclusive remedy for damages (either in contract or tort) is the return of the consideration paid to Company as set forth in Exhibit A attached hereto.

#### 6. Independent Contractor.

Company shall be retained as an independent contractor. Company will be fully responsible for payment of its own income taxes on all compensation earned under this Agreement. Customer will not withhold or pay any income tax, social security tax, or any other payroll taxes on Company's behalf. Company understands that it will not be entitled to any fringe benefits that Customer provides for its employees generally or to any statutory employment benefits, including without limitation, worker's compensation or unemployment insurance.

#### 7. General Provisions.

#### 8.1 Entire Agreement.

This Agreement contains the entire agreement between the parties relating to the subject matter hereof and supersedes any and all prior agreements or understandings, written or oral, between the parties related to the subject matter hereof. No modification of this Agreement shall be valid unless made in writing and signed by both of the parties hereto.

## 8.2 Governing Law.

This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. Exclusive jurisdiction and venue shall be in the Washtenaw County, Michigan Superior Court.

#### 8.3 Binding Effect.

This Agreement shall be binding upon and inure to the benefit of Customer and Company and their respective successors and assigns, provided that Company may not assign any of its obligations under this Agreement without Customer's prior written consent.

#### 8.4 Waiver.

The waiver by either party of any breach or failure to enforce any of the terms and conditions of this Agreement at any time shall not in any way affect, limit, or waive such party's right thereafter to enforce and compel strict compliance with every term and condition of this Agreement.

#### 8.5 Good Faith.

Each party represents and warrants to the other that such party has acted in good faith, and agrees to continue to so act, in the negotiation, execution, delivery, performance, and any termination of this Agreement.

#### 8.6 Right to Remove Services.

In the event Customer fails to make any of the payments set forth on Exhibit A within the time prescribed in Exhibit A, Company has the right to remove or withhold the Services or Deliverables until payment in full is made, plus accrued late charges of 1 ½% per month.

#### 8.7 Indemnification.

Customer warrants that everything it gives Company to use in the delivery of the Services or any deliverable is legally owned or licensed to Customer. Customer agrees to indemnify and hold Company harmless from any and all claims brought by any third party relating to any aspect of the Services, including, but without limitation, any and all demands, liabilities, losses, costs and claims including attorney's fees arising out of injury caused by Customer's products/services, material supplied by Customer, copyright infringement, and defective products sold via the Services or Deliverables.

#### 8.8 Use of Services for Promotional Purposes.

Customer grants Company the right to reference the Services or Deliverables or the Customer's name for promotional purposes and/or to cross-link it with other Services offered by Company.

#### 8.9 Identification of Company.

Customer agrees that Company's identification may be associated with the Services or Deliverables as the creators. Customer also agrees to put Company's copyright notices on the Services or Deliverables and the relevant content therein.

#### 9. Transfer of Rights.

In the event Company is unable to continue maintenance of the Services, Customer shall have non-exclusive rights to use pre-existing material owned by Company in connection with Customer's Services.

2

The parties represent and warrant that, on the date first written above, they are authorized to enter into this Agreement in its entirety and duly bind their respective principals by their signatures below:

EXECUTED as of the date first written above.

**Ypsilanti Community Schools** 

| By: |  |  |  |  |  |
|-----|--|--|--|--|--|
|     |  |  |  |  |  |
|     |  |  |  |  |  |

Title:

Date signed: \_\_\_\_\_

Spanish for Kids

Ву: \_\_\_\_\_

Title: \_\_\_\_\_

Date signed: \_\_\_\_\_

# Payment for services are due in monthly installments on the 1st of each month.

Invoices will be sent to the YCS business office on a monthly basis. Payment will be due by the 1st of the following month.

| Installment #1 | Due               |
|----------------|-------------------|
| \$4,491.60     | September 1, 2019 |
| \$4,491.60     | October 1, 2019   |
| \$4,491.60     | November 1, 2019  |
| \$4,491.60     | December 1, 2019  |
| \$4,491.60     | January 1, 2020   |
| \$4,491.60     | February 1, 2020  |
| \$4,491.60     | March 1, 2020     |
| \$4,491.60     | April 1, 2020     |
| \$4,491.60     | May 1, 2020       |
| \$4,491.60     | June 1, 2020      |
| \$4,491.60     | July 1, 2020      |
| \$4,491.60     | August 1, 2020    |

Total payments: \$53,899.20

x 2 <sup>2</sup> 8

#### Enclosure #7 **APPROVAL OF "PREMISES" LEASE.** Former Willow Run Middle School Washtenaw ISD | High Point & Honey Creek Schools Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

| Discussion Action – Roll Call Action – Voice |                 | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|-----------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Ayes   | $1^{st}/2^{nd}$ |                   |                             |                    |               |                       |                             |                    |
| Nays   | Aye             |                   |                             |                    |               |                       |                             |                    |
|  | Nay             |                   |                             |                    |               |                       |                             |                    |
|  | Abstain         |                   |                             |                    |               |                       |                             |                    |

#### **Rationale/Background Information**

The attached Lease Agreement for the Washtenaw Intermediate School District (WISD) is submitted for Board review and consideration. The Washtenaw Intermediate School District (ISD) is requesting to lease the YCS building formerly known as "Willow Run Middle School", located at 235 Spencer Lane, Ypsilanti, MI 48198. Lease space is specified in the lease. The lease term would be August 1, 2019 – October 31, 2021, with the tenant having the option to renew the lease for an additional one-month periods from November 1, 2021 and ending June 30, 2022. The annual rental for the said premises is the sum of \$12.50/square foot per year (\$634,375). Monthly payments will equal \$52,864.58. The WISD will take possession of the premises on August 1, 2019 in order to make necessary renovations; monthly rental payments will begin on December 1, 2019.

Acceptable Use of Premises: The premises is intended to house the High Point School program and its co-located partner school, Honey Creek Community School, but in any circumstance, must be used and occupied for PreK-12 student instruction or instruction for students with IEPs ages 18-26. and related activities such as after-school care, summer camp, etc.

#### **Proposed Motion**

" .... move that the Board of Education approve the Lease Agreement with the Washtenaw ISD for the YCS school formerly known as Willow Run Middle School, located at 235 Spencer Lane, for use by High Point School and its co-located partner, Honey Creek School; August 1, 2019 – October 31, 2021 is the lease term with an option to renew, and an annual rental amount of \$634,375."

| <b>Budget Impact:</b> | 🖂 None | As follows: |
|-----------------------|--------|-------------|
| Dudgeetimpuet         |        |             |

#### **Attachments:**

Enclosed Issue Study Enclosed To Be Distributed at Meeting None

### LEASE AGREEMENT

This lease is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the YPSILANTI COMMUNITY SCHOOLS, a local constituent school district of the Washtenaw Intermediate School District, located at 1885 Packard Road, Ypsilanti, Michigan 48197, hereafter designated as LANDLORD, and WASHTENAW INTERMEDIATE SCHOOL DISTRICT, located 1819 South Wagner Road, P. O. Box 1406, Ann Arbor, Michigan 48106-1406, hereafter designated as the TENANT.

Whereas, the LANDLORD is the owner who holds good title to the premises located at 235 Spencer Lane, Ypsilanti, Michigan 48198, County of Washtenaw, more commonly known as the MIDDLE SCHOOL AT WILLOW RUN, which hereinafter may be referred to as the PREMISES, and is described as follows:

Description of Lease Area: All rooms highlighted on attached Exhibit A, including classrooms, media center/computer lab, cafeteria, music room, office areas, conference rooms, storage rooms, and restrooms; totaling an agreed-upon approximate of 50,750 square feet (area highlighted on Exhibit A). TENANT shall also have access to and use of common areas such as the hallways, gymnasiums, pool, adjacent parking lots, adjacent grounds, etc.

Whereas, the parties hereto desire to enter into a lease of the Premises under certain terms and conditions as follows:

Premises: The LANDLORD does hereby lease unto the TENANT and the TENANT does hereby lease from the LANDLORD the above described PREMISES.

Term: The Term of the lease shall commence on the 1<sup>st</sup> of August, 2019 and ending the 31<sup>st</sup> of October, 2021. The TENANT shall have the option to renew the lease for additional one-month periods from the 1st of November, 2021 and ending the 30th of June, 2022.

Acceptable Use of Premises: The Premises is intended to be used to house the High Point School Program and its co-located partner school, Honey Creek Community School, but in any circumstance, must be used and occupied for Pre-K-12 student instruction or instruction for students with IEPs ages 18-26, and related activities such as after-school care, summer camp, etc.

Provided, in case any rent shall be due and unpaid for a period of 45 days or default be made in any of the covenants herein contained, then the LANDLORD may institute legal action and/or obtain a court order to evict the TENANT.

The TENANT hereby hires said premises for the term mentioned above and agrees to comply with the following:

- 1) To pay the LANDLORD as annual rental for said Premises the sum of \$12.50 PER SQUARE FOOT PER YEAR (\$634,375). LANDLORD shall include such costs in its annual budget for operating the PREMISES, and monthly lease payments of \$52,864.58 will be made by the TENANT no later than the first day of each month. TENANT will take possession of the PREMISES on August 1, 2019 in order to make necessary renovations to the PREMISES as outlined in Section 10 and Attachment A; monthly rental payments will begin on December 1, 2019. The payment of the rental cost specified above allows the TENANT to occupy the Premises for the full period stated above.
- 2) LANDLORD will provide the PREMISES in a fully cleaned condition ready to occupy for student instruction purposes, similar to the condition the LANDLORD would perform for its own instructional programs. Additionally, the LANDLORD shall ensure that all building systems will be fully operational by September 30, 2019, including, but not limited to, the systems/equipment identified in Section 10 below.
- 3) To use and occupy only those Premises specified above, and only for the purposes for which they are let.
- 4) To observe and comply with the policies and procedures of the LANDLORD, including the policy which prohibits smoking on school grounds.
- 5) To observe all reasonable regulations and requirements of the LANDLORD concerning the use and conditions of the Premises tending to reduce fire hazards and insurance rates.
- 6) That the TENANT shall not assign this Lease nor sublet the Premises nor any part thereof, except for the portion of the space occupied by the Honey Creek Community School, without the written consent of the LANDLORD, which consent shall not be unreasonably withheld.
- 7) That the TENANT shall keep the Premises during the term of the Lease in good repair and at the expiration of the Lease shall deliver the Premises in the condition as when taken, reasonable wear and tear excepted.
- 8) That the LANDLORD agrees to maintain and repair as necessary the maintenance systems, including, but not limited to, the heating system, air conditioning system, hot water heater and electrical system, plumbing, including well and/or septic system, if applicable, building envelope systems, elevators, pool equipment, fire suppression and alarm system(s), commercial kitchen equipment and licensing, and will make any other repairs necessary to maintain the Premises in good order. The TENANT shall follow the LANDLORD'S procedures for notifying the Building & Grounds staff of maintenance concerns. If the LANDLORD does not maintain or repair the PREMISES in a timely manner

to allow the TENANT to continue its operations in a safe, clean, comfortable and healthy manner for its students and staff, the TENANT shall have the right to contract for maintenance and repairs to continue its operations in this manner. The TENANT will notify the LANDLORD of its intent to contract for services, and the cost of such services shall be withheld from the TENANT'S rental payment to the LANDLORD. If it is determined that any sewer blockage is caused by items related to the TENANT's operations, the TENANT will be responsible for the cost of the service to clear the blockage.

- 9) The LANDLORD shall be responsible for the maintenance and repairs of the Premises, including, but not limited to, maintenance of systems identified in Section 7, lawn care, snow removal, trash removal, etc. If TENANT uses the Premises for a purpose other than which it was originally intended, and, where such repairs resulted from damage caused by the TENANT or its employees, students, parents, customers or agents, the TENANT shall be responsible for such maintenance and repairs.
- 10) If the TENANT desires to make repairs, improvements or structural modifications to said Premises which would commonly be outside the normal maintenance of a facility, the TENANT will inform the LANDLORD in writing, providing details regarding the repairs, improvements or structural modifications. The LANDLORD has the sole authority to approve or deny said repairs, improvements or structural modifications, however, such approval will not be unreasonably withheld. <u>A list of known improvements is included in Attachment A</u>, and by inclusion in the lease agreement, the LANDLORD agrees to allow these improvements or structural modifications to be made by the TENANT. The TENANT will be liable for all costs related to the repairs, improvements or structural modifications. The LANDLORD and TENANT shall agree as to any areas in which improvements or modifications are made that must be returned to their original condition. TENANT shall be responsible for coordinating and the cost of any post-renovation debris removal and custodial cleaning of the areas renovated. If the LANDLORD makes repairs, improvements or structural modifications based upon its own judgment, TENANT will not be responsible for any related costs.
- 11) That in event the TENANT shall hold over after the expiration of the term for a sufficient period of time to create a renewal of this Lease by operation of law, that any renewal or future right of possession not evidenced by an instrument in writing, executed and delivered by the LANDLORD, shall be a tenancy from calendar month to calendar month and for no longer term.
- 12) If the Premises becomes wholly or partially untenable through damage or destruction by fire or other cause, both parties shall have the option to terminate this Lease, and upon election to terminate, the Lease shall become void.

- 13) In the event of fire or other damage to the Premises or personal property leased, the Parties mutually waive their rights of subrogation and recovery against each other, their agents, employees or subleases to the extent that they are insured or are required to carry insurance for said loss. LANDLORD will maintain coverage with limits equal to the full replacement cost of building and/or personal property as the case may be and the full twelve-month loss exposure for loss of rents and business interruption.
- 14) The Parties hereby mutually release and discharge each other from all claims and liabilities arising from or caused by any hazard caused by insurance in connection with the property on or activities conducted on the demised Premises, to the extent of such coverage, regardless of the cause of the damage or loss, to the extent permitted by existing insurance coverage.
- 15) If the whole or any part of the Premises hereby leased shall be taken by any public authority under the power of eminent domain, then the term of this Lease shall cease on the part so taken from the date the possession of that part shall be required for any public purposes and the rent shall be paid up to that day. If the taking is partial and more than 25% of the area of the Premises is taken by such proceedings, then, within 30 days after the condemnation award becomes final, the Lease may be canceled by either the LANDLORD or the TENANT by proper notice to the other Party. Upon such cancellation, this Lease shall become null and void and have no force and effect. If neither Party cancels this Lease, as provided in this paragraph, the TENANT shall continue possession of the remainder of the Premises under the terms hereby provided, except that the rent shall be reduced in proportion to the amount of the Premises taken. All damages shall be awarded as compensation for diminution in that the LANDLORD shall not be entitled to any portion of the award made to the TENANT for loss of business.
- 16) The following services will be provided as indicated:
  - a. Pool operations The nature of the student population of the TENANT requires the temperature of the pool to be higher than a standard school-based swimming pool. The TENANT will need the temperature of the pool to be above 90 degrees.
  - b. Utilities The LANDLORD shall provide and pay for all utilities and operational and maintenance service in a timely manner to not cause any interruption in service. The TENANT will reimburse the LANDLORD for the excess cost of the utilities (electric, heat, water, sewage) due to the TENANT occupying the PREMISES, using an agreed formula defined below. The excess utility cost billing by the LANDLORD shall start the date TENANT leasehold improvements/renovations have started. Upon request from the TENANT, the LANDLORD will provide copies of the utility billings. Agreed Formula:
    - i. Natural Gas, Electricity, Water/Sewer The average monthly usage during the past 3 fiscal years for the meter billing that serves the PREMISES will

become the base utility usage. Any excess usage over the base utility usage would be paid by the TENANT to the LANDLORD. Current per unit rates (ccf, Kwh, etc.) would be applied to the base utility usage to determine the excess cost. Any additional charges and fees would be paid by the LANDLORD.

- ii. Dumpster. The Landlord will provide a trash dumpster and a recycling dumpster to be shared by the TENANT and the LANDLORD. The LANDLORD will provide the TENANT will the current cost of its dumpsters. That cost will become the "base dumpster factor" for the lease term. Any dumpster costs above the "base dumpster factor" will be billed to the TENANT as the TENANT's share of the dumpster costs for the lease term
- iii. Tenant will make its payments to the Landlord within 15 days of each billing
- c. Custodial Services The TENANT will provide a day custodial/maintenance staff person at its own cost. The LANDLORD shall provide and pay for other custodial service, including evening cleaning, supplies, materials, and equipment for the PREMISES and other common areas of the building such as the hallways, gymnasium(s), pool, cafeteria, etc. If the LANDLORD is unable to provide custodial service or elects not to provide custodial service for any or all of these areas, the TENANT shall have the right to contract or employ for custodial services. Any cost the TENANT incurs in providing custodial services shall be withheld from the TENANT'S rental payments to the LANDLORD.
- d. Emergency Procedures/Security/Keys The TENANT will provide its own emergency procedures to safeguard the health and safety of the staff and students. This will include fire drills, severe weather drills, providing for building accessibility and security on evenings and weekends, and acquaintance with building security systems. The designed emergency procedures must be in conformance with all laws and regulations of the State of Michigan and the United States. The LANDLORD agrees to maintain and pay for established security systems and to provide requisite training to the TENANT. The control of keys and access codes will be maintained by the LANDLORD.
- e. Food Service The TENANT will provide its own food service operations.
- 17) At the termination of this Lease, if the Premises is not returned in like condition due to use of the Premises by the TENANT for a purpose other than that which it was originally intended or agreed to as part of Section 10 above, the LANDLORD will make the necessary repairs and the TENANT will pay the LANDLORD for the cost of said repairs.

The LANDLORD agrees that the TENANT, on payment of the rental fee at the time and in the manner stated and performing all the foregoing covenants, shall and may peacefully and quietly

have, hold and enjoy the leased Premises for the aforesaid term. The LANDLORD agrees to not lease space to another party that would interrupt the TENANT'S right to peacefully and quietly conduct its operations.

The covenants and conditions herein shall bind the successors, heirs, representatives, and assigns of the LANDLORD and the TENANT.

It is agreed that in this Lease, the word "he" shall be used as synonymous with the words "she", "it", and "they", and the word "his" is synonymous with the "her, "its", and "their".

| IN WITNESS WHEREOF, the Parties have hereunto set, 2019.                | their hands on the of |
|---|-----------------------|
| WASHTENAW INTERMEDIATE SCHOOL DISTRICT                                  | ÷.                    |
| President, Washtenaw Intermediate School District<br>Board of Education | Date                  |
| Secretary, Washtenaw Intermediate School District<br>Board of Education | Date                  |
| YPSILANTI COMMUNITY SCHOOLS   |                       |
| , Its   | Date                  |
|   |                       |
| lts   | Date                  |

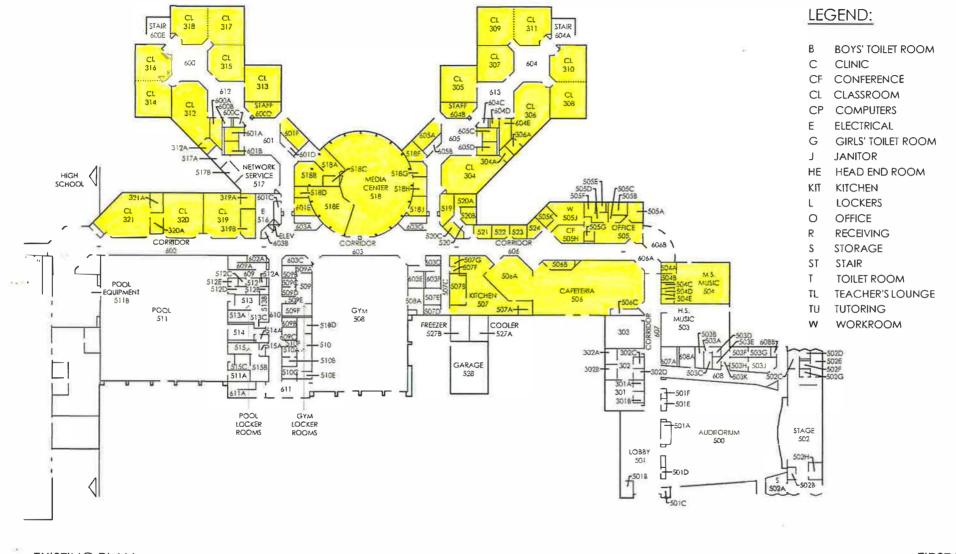
#### ATTACHMENT A

#### **BUILDING IMPROVEMENTS AND STRUCTURAL MODIFICATIONS**

| Description *  | Return to Similar Condition at<br>Lease Termination  |
|--|--|
| Construct an outdoor playground area near Classrooms 312,314, 319, 320, 321                | No; Tenant may remove<br>equipment at the end of the<br>lease  |
| Add bathrooms in Rooms 600A, 600D, 604B, and 604E each with three water closets and a sink | Landlord may request the<br>Tenant to return these areas<br>to a similar condition for a<br>period of up to five years.<br>Landlord shall make request in<br>writing by December 31, 2026. |
| Add a fence on the service drive edge of the grass area outside the cafeteria              | No   |

• Room number locations are based on Exhibit A

.....



YPSILANTI COMMUNITY SCHOOLS WILLOW RUN MIDDLE SCHOOL **FIRST LEVEL** 

ITTY

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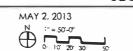


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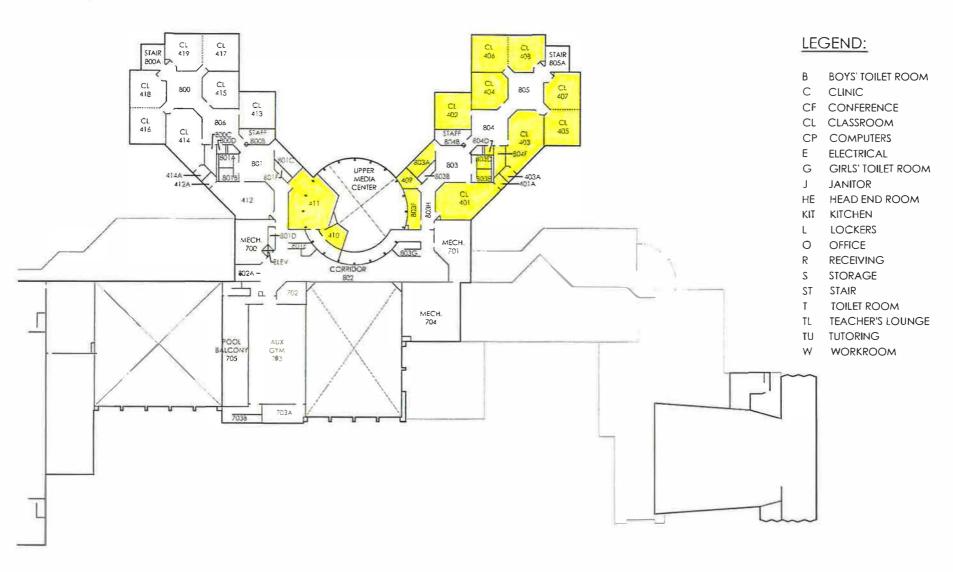


**EXISTING PLAN** 





SECOND LEVEL



1PY ALCHITICTUL

#### **Enclosure #8** APPROVAL OF MEMORANDUM OF UNDERSTANDING Washtenaw County School Recycling Project Meeting of 8/12/2019 Presented by Alena Zacherv-Ross Prepared by Paula Gutzman

| Discussion Action – Roll Call Action – Voice | 1 <sup>st</sup> /2 <sup>nd</sup> | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|----------------------------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Ayes<br>Nays                                 | Aye                              |                   |                             |                    |               |                       |                             |                    |
|  | Nay                              |                   |                             |                    |               |                       |                             |                    |
|  | Abstain                          |                   |                             |                    |               |                       |                             |                    |

#### **Rationale/Background Information**

Washtenaw County has prepared a revised Memorandum of Understanding (MOU) to replace individual agreements that cover three YCS schools that participate in the county's recycling program: ACCE, Ypsilanti Community Middle School and Ypsilanti Community High School.

The purpose of providing comprehensive recycling services to the schools, including waste and material audits, data collection, education, recycling collection services and coordination between the parties. The County partners with The Ecology Center and Recycle Ann Arbor to provide these services.

Agreement Term: Effective Upon Authorized Signatures of Parties – June 30, 2022

#### **Proposed Motion**

" .... move that the Board of Education approve the Memorandum of Understanding for the Washtenaw County School Recycling Project between YCS and the Washtenaw County Water Resources Commissioners Office for recycling services, with a contract start date of "effective upon authorized signatures" and an ending date of June 30, 2022."

| <b>Budget Impact:</b> | 🖂 None | As follows: |
|-----------------------|--------|-------------|
|-----------------------|--------|-------------|

#### **Attachments:**

Enclosed Issue Study Enclosed To Be Distributed at Meeting None

#### MEMORANDUM OF UNDERSTANDING FOR WASHTENAW COUNTY SCHOOL RECYCLING PROJECT

#### BETWEEN

#### Ypsilanti Community School District, 1885 Packard Road, Ypsilanti MI 48197

#### AND

## WASHTENAW COUNTY WATER RESOURCES COMMISSIONERS OFFICE, 705 N. ZEEB ROAD, ANN ARBOR, MI 48103, (the County)

This Memorandum of Understanding (MOU) sets forth the terms and understandings between the parties identified above for the purpose of providing comprehensive recycling services to the school, including waste and material audits, data collection, education, recycling collection services and coordination between the parties. The County partners with The Ecology Center and Recycle Ann Arbor to provide these services; collectively the partners are referred to as the "Consortium" elsewhere in this document.

This MOU covers the following schools in the Ypsilanti School District: Ypsilanti A.C.C.E. Program located at 1076 Ecorse Road, Ypsilanti MI 48197 Ypsilanti Community Middle School located at 510 Emerick St, Ypsilanti MI 48198 Ypsilanti Community High School located at 2095 Packard Road, Ypsilanti MI 48197.

This document supersedes and replaces all previous individual agreements made between Washtenaw County and the three schools.

#### A. Purpose

Based on the premise that both parties must be committed to the discipline and vision of this program in order to have a successful program, and in recognition of the County's significant investment of resources to operate it, this MOU is established to provide a clear understanding of the roles and responsibilities of the participating school and Washtenaw County as it relates to the Washtenaw County School Recycling Project.

#### B. Term

This agreement shall take effect upon the authorized signatures of all parties, and shall remain in effect until June 30, 2022.

This agreement may be terminated by either party upon 30 days written notice.

#### C. Responsibilities of Washtenaw County

- 1) Washtenaw County will financially support the school's recycling efforts by paying the full cost of the following services and equipment:
  - a) Education and training services provided by The Ecology Center or other organization;
  - b) Recycling, assessment and training services provided by Recycling Ann Arbor or organization;
  - c) Recycling services provided by Advanced Disposal or other organization;
  - d) Recycling collection containers sized 32 gallons or less;
  - e) Miscellaneous digital support materials and supplies such as posters, banners, and education materials.

- 2) Washtenaw County will financially support the school's recycling efforts by cost sharing on a 50/50 basis the purchase of 96 gallon totes for the collection of recycling materials other than corrugated cardboard. In the event that grant money provides funds for collection receptacles, the award shall count towards the applicant's share of the funds.
- 3) In the event that the school leaves the recycling program, any supplies and materials that the County has paid for entirely shall be returned to the County. Any supplies and materials that have been purchased via a 50/50 cost sharing agreement, the County shall have the option to use for another school. If the County does not exercise this option, the school shall retain the supplies.
- 4) Upon the request of the school, Washtenaw County shall, to the extent determined feasible by the County, provide technical support related to school recycling and solid waste management. This request may be made by school personnel, students, or parental volunteers. This may cover matters related to the existing recycling program or efforts by the school to expand recycling opportunities, find alternative and less expensive solid waste disposal services, etc.
- 5) Washtenaw County will monitor recycling reports as provided by its partners and will notify the school if it discerns any problems or concerns arising from these reports. The County and its partners will provide the school with a school year-end report on the school's performance.

#### D. Responsibilities of the School

- The school will designate one adult member of the school community as the lead contact who will serve as the primary liaison to the Consortium. This person may be a teacher or administrator. The school may designate as the lead contact someone in a position other than faculty or administration contingent upon the County's agreement.
- 2) The school will participate in a School Recycling orientation meeting with the Consortium no later than October 1 of each year this agreement is in place. At minimum the lead contact shall attend this meeting along with the head of custodial services for the school. It is preferred that at least one representative from the faculty, administration, kitchen staff and custodial services be in attendance.
- 3) The school will participate in a training session, annually, preferably by October 1. This session should be attended by faculty and as much support staff as possible.
- 4) The school will participate in a School Recycling Program wrap-up and review meeting with the Consortium at the end of the school year.
- 5) In order to help the County assess the effectiveness of the recycling program, the school agrees to designate staff to complete a form developed by the County that provides a basis for estimated how much refuse is being generated by the school. This form is attached to this agreement as Appendix A.
- 6) The school will notify the County as soon as possible if any problems arise as related to any services provided by its contractors, subcontractors, or partners. Likewise, the school will notify the County in the event that any equipment supplied by the County is destroyed or is found to be missing.

- 7) The school agrees to provide reasonable access to the school grounds by the County, its partners, and contractors in order to carry out the recycling project and assess its effectiveness.
- 8) In the event that the County provides the school with informational signage to be placed on collection equipment (e.g., dumpsters, 96 gallon carts, 32 gallon boxes, etc.), the school agrees to print, laminate as needed, and secure these signs to the appropriate equipment within one month of having received them.
- 9) In order to insure the efficient use of public monies in the provision of recycling services, the County and its partners and the school will agree to a specified day (or days) of the week by which recycling services will be provided, both for corrugate cardboard to be collected in 6 or 8 yard dumpsters as well as other recyclable materials to be collected in 96 gallon carts.

In furtherance of this goal, the school agrees to the following provisions:

- a) It will make sure that all staff, students, volunteers and others who may be responsible for depositing materials into the cardboard recycling dumpster and recycling carts are trained as to what materials are acceptable, and to avoid depositing unacceptable materials to the point where a load may be rejected due to excessive contamination.
- b) The school will insure that the 96 gallon recycling carts that are placed outside in the proper location no later than the night before the day they are scheduled for pick-up.
- c) The school will notify the appropriate party at least 24 hours in advance if not enough materials have been deposited in the collection carts or dumpster to warrant a pick-up on the next designated day.
- 10) The school agrees to reimburse Washtenaw County for unnecessary expenses as outlined in Article E of this agreement.

#### E. Conditions By Which the School May Be Assessed Fees

Below are listed conditions by which the school may be assessed a fee by Washtenaw County.

- For the full replacement cost of equipment and supplies that are provided to the school by the County, and for which the County retains ownership, that are lost, discarded, given away or damaged. Equipment and supplies that become unusable through normal wear and tear are excluded from this provision.
- 2) For the prorated costs of 96 gallons carts which are jointly purchased by the County and the school and which are lost, discarded, given away or damaged.
- 3) In the event that the school fails to place the 96 gallon carts out for collection service as described in Article D9[c], and/or if **all** the carts which are placed out for collection are empty and the school has not notified Recycle Ann Arbor or its successor with one day prior notice to cancel pick-up service for that week, the following actions are to be taken:
  - a. \$0 for the first infraction during a school year;

b. Up to \$50 for the second infraction during a school year

(DATE)

- c. Up to \$100 for each infraction thereafter during a school year. The maximum fees that can be assessed under this provision during a school year are capped at \$550.
- 4) In the event that the cardboard recycling dumpster is contaminated with garbage to the point that the cardboard recycler cannot accept the load for recycling and must dispose of it as refuse, the school agrees to reimburse the County for extra charges levied by the carboard recycler for this extra service. This fee is approximately \$125, but is subject to change.
- 5) In the event extra recycling material is generated by the school resulting in the need for an extra pickup service by any of the recycling haulers, there will be no fees or charges levied to the school for the additional service.

ATTESTED TO:

WASHTENAW COUNTY

By:

**Gregory Dill** (DATE) **County Administrator** 

APPROVED AS TO CONTENT:

Lawrence Kestenbaum

County Clerk/Register

By\_

By

Evan Pratt (DATE) **Director of Public Works** 

#### APPROVED AS TO FORM:

By\_

Curtis N. Hedger (DATE) Office of Corporation Counsel

YPSILANTI COMMUNITY SCHOOL DISTRICT

By:

Alena Zachary-Rose (DATE) Superintendent

#### APPENDIX A



Washtenaw County School Recycling Initiative School Trash Dumpster Tracking Form Please account for each trash dumpster onsite on service days or the night prior, before hauler empties each dumpster. Questions — please call Jon Tulman @ 734-222-3810

School:

Dumpster size in cubic yards (6, 8 or 10):

| Date | Staff Name (please print)  | Trash dumpster is: |          |          |          |      |             |  |
|------|----------------------------|--------------------|----------|----------|----------|------|-------------|--|
|      | (okay to use ditto marks!) | Empty              | 1/4 full | 1/2 full | 3/4 full | Full | Overflowing |  |
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When form is completed, please return to Jon Tulman either by:

Mail - 705 N. Zeeb Rd, Ann Arbor 48103; Fax— 734-222-6803 Email—scan and send to tulmani@washtenaw.org (preferred option)

#### Enclosure #9 SECOND READ: NEOLA POLICY UPDATES Meeting of 8/12/2019

## SECOND READ

Approval will be considered at this meeting. First Read took place at July 15, 2019 Board of Education meeting.

#### **Rationale/Background Information**

Re: NEOLA of Michigan Local Templates/Policy Updates

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District. The following are submitted for Board review.

The following bylaws/policies are included in tonight's Second Read:

#### GROUP #1

EDGAR COLLECTION, Special Release: 30, #2 Bylaw 0144.3: Conflict of Interest 1130/3110/4110: Conflict of Interest 6110: Grant Funds 6111: Internal Controls 6112: Cash Management of Grants 6114: Cost Principles ... 6116: Time & Effort Reporting 6325: Procurement – Federal Grants/Funds 6550: Travel Pay't & Reimbursement 7300: Disposition of Real Property 7310: Disposition of Surplus Property 7450: Property Inventory 8500: Food Services Also, included in this packet to NEOLA: Vision Update, #2105 Mission Update, #2105

#### SOCIAL MEDIA POLICY COLLECTION, Special

District Compliance Officers Update, #4123

Release: April 2018 Bylaw 0100: Definitions 7540: Technology 7540.04: Staff Technology ... 7544: Use of Social Media

**TECHNOLOGY COLLECTION**, Special Release: February 2017 8300: Continuity of Organ. Operations Plan 8305: Information Security

ESSA: February 2017 5111.01: Homeless Students 5111.03: Children & Youth in Foster Care 8340: Letters of Reference

#### GROUP #2 | NEOLA 32, #2

0143.1: Public Expression ...
0144.1: Compensation
1421: Criminal History ...
3121: ""
4121: ""
4162: Controlled Substance
5111: Eligibility of Resident ...
7540.02: Web Accessibility ...
8321: Criminal Justice ...

#### GROUP #3 | NEOLA 33, #1

0100: Definitions 0122: Board Powers 0131.1: Bylaws & ... 0143.1: Public Expression ... 0165.6: Cancellation 0166: Agenda 0167.1: Voting 0167.2: Closed Session 0167.3: Public Participation ... 0167.6: Use of ... 1422: Nondiscrimination ... 1662: Anti-Harassment 2112: Parent & ... 2260: Nondiscrimination ... 2261: Title I ... 2271: Postsecondary (Dual) 2700: P.A. 25 ... 3120: Employment ... 3120.04: Employment ... 3122: Nondiscrimination 3130: Assignment 3362: Anti-Harassment 4122: Nondiscrimination ... 4162: Controlled Substance ... 4362: Anti-Harassment 5330: Use of ... 5460: Graduation ... 5517: Anti-Harassment

5517.02: Sexual Violence
5610.01 (rescind)
5630.01: Student Seclusion ...
6325: Procurement ...
6350: (rescind)
8210: School Calendar

#### Group #4 | NEOLA 33, #2

0100: Definitions 0167.2: Closed Session 1422.01: Drug-Free ... 1430: Leaves of ... 2210: Curriculum ... 2414: Reproductive ... 3120: Employment of ... 3120.04: "" 3430: Leaves ... 4430: "" 5113.01: School of Choice ... 5113.02: School Choice ... 5200: Attendance 6321: New School ... 6325: Procurement ... 6605: Crowdfunding 8400: School Safety ... 8402: Emergency Operations ... 8500: Food Service 8640: Transportation ...

Policies may be viewed at this link:

https://go.boarddocs.com/mi/ycs/Board.nsf/Public?open&id=welcome (then, click "Policies" in the upper right corner to access Board policies)

Consideration of an approval of the presented bylaws/policies will be presented at this meeting.

#### **Attachments:**

**Enclosed To Be Distributed at Meeting None** (please view online @ above link)

#### Enclosure #10 ADOPTION OF NEOLA UPDATES Meeting of 8/12/2019 Presented by Alena Zachery-Ross Prepared by Paula Gutzman

| Discussion<br>Action – Roll Call<br>Action – Voice |                 | Brenda<br>Meadows | Gillian<br>Ream<br>Gainsley | Ellen<br>Champagne | Sharon<br>Lee | Meredith<br>Schindler | Maria<br>Sheler-<br>Edwards | Celeste<br>Hawkins |
|--|-----------------|-------------------|-----------------------------|--------------------|---------------|-----------------------|-----------------------------|--------------------|
| Ayes   | $1^{st}/2^{nd}$ |                   |                             |                    |               |                       |                             |                    |
| Nays   | Aye             |                   |                             |                    |               |                       |                             |                    |
|  | Nay             |                   |                             |                    |               |                       |                             |                    |
|  | Abstain         |                   |                             |                    |               |                       |                             |                    |
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#### Rationale/Background Information

The Board of Education shall adopt bylaws and policies for the organization and operation of this Board and the District. The bylaws/policies listed as per the Second Read: NEOLA Policy Updates page included in this packet for consideration of Board adoption.

First Read: July 15, 2019 Second Read: Scheduled for This Meeting

#### **Proposed Motion**

" .... move that the Board of Education adopt the NEOLA policy updates, as presented on the Second Read: NEOLA Policy Updates page in this packet including:

- 1. GROUP #1 | EDGAR COLLECTION, Special Release: 30, #2 SOCIAL MEDIA POLICY COLLECTION, Special Release, April 2018 TECHNOLOGY COLLECTION, Special Release, February 2017 ESSA: February 2017;
- 2. GROUP #2 | NEOLA 32, #2;
- 3. GROUP #3 | NEOLA 33, #1, and;
- 4. GROUP #4 | NEOLA 33, #2."

Budget Impact: None As follows:

#### **Attachments:**

**None** | Policies may be viewed online:

https://go.boarddocs.com/mi/ycs/Board.nsf/Public?open&id=welcome

(then, click "Policies" in the upper right corner to access Board policies)